

Questions and Answers #2  
# PR-HQ-99-16911, Site Assessment Team (SAT), Region II:

1) L.24 -- Does the total small business goal (including SB, SDB, WOB and HUBZone) equal 50% or 76%?

**Answer:** The elements of the total small business subcontracting goal should not be added together to meet the goal. Each individual goal should be addressed separately in the subcontracting plan.

2) M.3.6 and M.3.7 -- The "...list of all technical equipment..." and the "...plan to obtain the technical equipment" are not described in Section L. Are they part of the SOPs? Where are they to be placed in the proposal?

**Answer:** Please refer to amendment #3 which did away with the above language and specifically places these items within the elements of the responsibility determination. SOPs are documents covered by the responsibility determination.

3) Attachment 6 -- What is the Offerer required to do with the Past Performance Project Summary?

**Answer:** Amendment #4 deletes this requirement. Submit past performance information in accordance with L.20 PAST PERFORMANCE INFORMATION (EP 52.215-105) (SEP 1999).

4) Attachment 7 -- Please define "Job Classification."

**Answer:** This is up to the offeror to propose as either a job title or range of skills; whatever is used within the offeror's specific corporate structure.

5) Amendment #1, page 3 of 11, subparagraph e - Please define the term "distribution" used in the Non-Key Personnel description.

**Answer:** Distribution refers to the location and/or placement of non-key personnel within the company.

6) Amendment #1, page 5 of 11 -- The instruction states: "A copy of each letter must be attached to the project profile." Are these letters to be included in the 75-page count?

**Answer:** Please refer to Amendment #3, the client authorization letters are not included in the 75 page count. Client authorization letters will still be required to facilitate the collection of information referenced in the answer to question 3.

7) Amendment #1, pages 7 & 8 of 11-- Specific instructions are given for the "Technical Ability" portion of the oral presentation, but not for the "Contract Management Ability" portion. What should be

addressed during the management presentation and how much time should be devoted to it?

**Answer:** Refer to Amendment #3, the L clause, INSTRUCTIONS FOR PREPARATION OF PROPOSALS, under the General Instructions for Oral Presentations which states the offeror: “. . . may demonstrate their technical ability to meet the requirements by explaining and demonstrating how they satisfied and performed on similar requirements in the past.” This paraphrases the contract management requirements explained in greater depth in the written proposal. The time devoted to contract management ability is at the discretion of the offeror within the limits set for the oral proposal.

8) Amendment #2 -- Where in the proposal do we place these items: a) standard Past Performance as described in L.20, b) Health & Safety Plan and c) CBI Plan?

**Answer:** These items should be provided with the written technical proposal as part of the responsibility determination documentation. as specified in Amendment #4.

9) Amendment #1, page 2 of 11 (a) (1) -- Provide location of Section I, General cost or Pricing Proposal Instructions.

**Answer:** This was a lower case L - all instructions in accordance with the provisions of the FAR Uniform Contract Format are in Section L.

10) Amendment #1, page 2 of 11 (a) (1) - Should SF33 and Representations, Certifications, and Other Statements of Offerors be included with the cost proposal?

**Answer:** Yes.

11) Section L.15 2 (b) - Do the RFP specified Total ODCs include equipment charges?

**Answer:** The offeror may propose equipment charges in accordance with their accounting system under the ODC category noted as “Miscellaneous ODCs”.

12) There are no restrictions on the number of slides/overheads an offeror may present in the oral presentation instructions. However, in Amendment #3, page 6 of 12 - the last paragraph states "...briefing charts (maximum 20 pages of charts) to be used (sic) in the sample work assignment segment of the oral presentation." Please clarify.

**Answer:** The government does not want to see the entire oral presentation reiterated in the written technical proposal. A maximum of 20 pages of charts as used in the sample work assignment portion of the oral presentation may be included in the written proposal.

13) Amendment #3, page 6 of 12 - Under "CAPACITY TO PERFORM/RESOURCES" the descriptions of the Resources and Properties items are identical to those on page 7 of 12 at hyphens number 4 and 5 of the "Other Written Documentation" paragraph. Do you want these sets of

information provided in two places in the proposal or only in the "CAPACITY TO PERFORM/RESOURCES" section?

**Answer:** The material required under Capacity to Perform/Resources is part of the listing of documents required under the responsibility determination as part of the written technical proposal. It needs only to be included once as part of the written technical proposal.

14) Amendment #3 page 7 of 12, in the "Other Written Documentation" paragraph, hyphen number 1, the Organizational Conflict of Interest Plan (OCI) is required to be submitted within the 75 page-counted section. RFP Section L.25 also requires the OCI to be submitted in the Business Cost Proposal. Since this document typically is 15-20 pages long, is it allowable to place the OCI with Business Cost Proposal only? This would allow more pages of technical information in the page-counted section.

**Answer:** The organizational conflict of interest plan is evaluated as part of the responsibility determination and is included as part of the 75 page written technical limit.

15.) Is there funding in place for the proposed work under the SAT Contract?

**Answer:** This is a cost reimbursement contract which will receive funding upon award and transfer to the region. There is funding available for the contract.

16.) Section L.9 states that offerors must submit a "total compensation plan". This plan is not mentioned subsequently either in the amended Section L.14 (Other Written Documentation Required for the Government's Responsibility Determination) or in Section M.3 (Evaluation of Standard Operating Procedures). Is this an oversight? Is a total compensation plan required? Does the total compensation plan count toward the 75-page limitation?

**Answer:** The compensation plan under provision L.9 is not counted as part of the 75 page limitation because it is not considered part of the written technical proposal, or explicitly required under L.14, Responsibility Determination. It is a stand-alone plan intended under FAR 22.1103 to provide the government with insight as to the offeror's intended compensation structure, particularly in regards to the price reasonableness and equity of follow-on contracts.

17.) H.15 Small Disadvantaged Business Targets. The question and response to Question 9 in the first Q & A (released April 24, 2000) refers to "major" team subcontractors and whether or not participation by "major" team subcontractors count in determining the SDB goals/dollars under the contract. It is not clear what constitutes a "major" team subcontractor? If a SB, SDB, WOSB or HUBZone Business is a team subcontractor and will consume 10% LOE, for example, does the team subcontractor involvement count towards Small Business, Small Disadvantaged, Women-Owned Small and/or HUBZone Business subcontracting goals?

**Answer:** A major team subcontractor is one who is approved by the government prior to the award of

the contract and will be working on the contract when it is awarded. Team subcontractors do count in determining SDB goals/dollars under the contract. A subcontractor may be eligible for more than one of the designated SB, SDB, WOSB, HUBZone categories and may be counted towards the subcontracting goals in each category.

18.) The SDB utilization in the Small Business Subcontracting Plan is only based on the value of total subcontracting dollars available, not on total Contract value shown in H.15. Given this fact, how will the Small Disadvantaged Business (SDB) dollars and percentages shown in H.15 be incorporated into the Contract requirements?

**Answer:** The SDB dollars and percentages in clause H.15 shall reflect the negotiated subcontracting goals which have been agreed to at time of award. The value of the total subcontracting dollars available is dependent upon the offeror. The government will provide funding at the total contract level but it is up to the offeror to decide how and when to subcontract. The government does not direct subcontracting.

19.) Small Business Subcontracting Plans are disclosed based on base and option periods of time. Since this RFP uses a five-year base period plus 15 options, how is the period of time utilization to be shown?

**Answer:** The subcontracting plan shall be updated annually and reflect the inclusion of the base level of effort and the options exercised to date.

20.) H.13 Utilization of Rural Area Small Business Concerns. In searching the Small Business Administration's (SBA) web site, we were not able to locate the SBA Listing of non-Metropolitan Rural Counties by State. Please provide the web address where this document may be found, or directions on how to acquire this information from the SBA. In addition, our understanding is that "rural area small business concern(s)" will not be incorporated into, nor are a contractually identified goal of the Small Business Subcontracting Plan.

**Answer:** "HUBZone small business concern" means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the SBA. For additional regional information and lists, please contact a regional SBA office directly since not all information is available from the Internet. The rural area small business concerns are not included in the SB subcontracting plan for this requirement.

